

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Patient Care Coordinator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Patient Care Coordinator position at Acme Corporation, as advertised on your careers page. With a strong passion for healthcare and patient advocacy, I am excited about the opportunity to contribute to your team while furthering my experience in patient care coordination.

During my time volunteering at the local hospital, I successfully assisted in coordinating patient intake processes, which led to a 20% reduction in wait times for new patients. By implementing an organized scheduling system and effectively communicating with both patients and healthcare providers, I ensured that all necessary information was collected efficiently. Additionally, I collaborated with a team of volunteers to develop a patient feedback survey, which provided valuable insights that helped streamline our services. This experience taught me the importance of patient-centered care and the impact that effective coordination can have on overall patient satisfaction.

I am particularly drawn to Acme Corporation due to its commitment to innovative patient care solutions. I am eager to bring my skills in communication and organization to support your team in enhancing patient experiences and operational efficiency. I would appreciate the opportunity to discuss how my background and goals align with the objectives of your organization.

Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation and discussing my fit for the Internship Patient Care Coordinator position in more detail.

Sincerely,

Jordan Lee Thompson